

An Apostille is an internationally recognized process to authenticate legal documents that was adopted by the Hague Convention in 1961. Some countries may request that a legal document, such as a transcript or diploma, have an Apostille Seal. The University of North Florida is not authorized to grant an Apostille Seal. This authentication may be obtained only through the Florida Secretary of State Office.

However, by submitting this form, UNF students or alumni requiring an Apostille Seal for their transcripts or diploma may request notarized versions of their documents which the student can then send to the Florida Secretary of State's office for Apostille Seal. Information on the next step in the process can be found at the Florida Secretary of State Office website: <http://notaries.dos.state.fl.us/notproc7.html>

I. Student Information:

_____	_____	_____	<u>N</u> _____
Last Name	First Name	Middle Initial	UNF ID#
_____	_____	_____	_____
Telephone Number	Email	Date of Birth	

II. Request: (check all that apply)

- I would like to order _____ notarized copies of my transcripts (\$8.00 per copy)
- I would like to order _____ notarized copies of my diploma (\$10.00 per copy)
- Bachelor's Diploma Graduate Diploma Doctoral Diploma All Diplomas

Please process this request:

- After the _____ semester grades have posted
- After degrees have posted for _____ semester
- Ready for processing

III. Delivery Method: (choose only one option)

- I will pick up my documents (Please remember to bring a photo ID. Documents will not be released without photo ID).
- Please mail my documents to my home address: _____
- I am sending the individual named below to pick up my documents:

In accordance with the Family Educational Rights and Privacy Act of 1974, student's academic records are classified as confidential and may not be released to anyone other than the student without the student's express written authorization and permission.

I give _____ permission to pick up my notarized documents.
Name of Authorized Person (this person must present a valid photo ID).

IV. Student Signature:

By signing below, I am authorizing University of North Florida to release the documents requested. I understand that UNF will not process this request if I have any outstanding holds which would prevent the release of academic records. I also understand that this request will take 2 to 3 business days for UNF to process.

Student Signature: _____ Date: _____

Submit your signed request form with payment to One-Stop Student Services in person: Hicks Hall (bldg. 53) Suite 1700
Or you can mail your signed request form with payment to UNF, Attention Registrar's Office, 1 UNF Drive, Jacksonville, FL 32224

Received by: _____

Processed by: _____

Date: _____

Revised 01/14/20

Date: _____